

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
ADULT SYSTEMS OF CARE**

**TRANSFER or PROMOTIONAL OPPORTUNITY
Intermediate Typist Clerk**

TIES for Families – South Bay

RESTRICTED TO DEPARTMENT OF MENTAL HEALTH EMPLOYEES

- TIES for Families, is seeking a highly motivated, organized and competent individual to fill the full-time position of Intermediate Typist Clerk. TIES for Families is a small child and family clinic in Torrance that facilitates the adoption of children birth to eighteen who are in foster care, when return to their birth parents is not possible. Services are also offered to birth families that have Department of Child and Family Services (DCFS) involvement or at high risk of having their children detained and other families in need.
- **RESPONSIBILITIES:**
 - ✦ Check and enter billing information into IBHIS electronic record keeping
 - ✦ Check MEDS/MOPI on new cases to ensure Medi-Cal coverage, maintain financial folders
 - ✦ Submit billing and follow-up with private insurance
 - ✦ Timekeeping, maintain logs, order supplies etc.
 - ✦ Manage hiring lists and student processing
 - ✦ Reception duties
 - ✦ Other required duties as assigned.

DESIRABLE QUALIFICATIONS:

- ✦ IBHIS electronic billing experience
- ✦ Excellent organizational skills
- ✦ Strong computer skills in the use of MS- Excel, MS-Word, Outlook.
- ✦ Excellent interpersonal, oral and written communication skills.
- ✦ Work well with multidisciplinary team.
- ✦ Ability to work independently and as a team.

Interested applicants holding the title of Intermediate Typist Clerks should submit their resume to:

**Karen Rathburn, Ph.D., Program Manager
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